Instructions:

1. Use the arrow keys or the mouse cursor to move through the docoment.
2. Add your own photo by choosing one of the following options:
   * Right click the image. Select Change picture in the menu and select this device, then find your picture.
   * Place the cursor near the image and select the image with Shift + right arrow key. Then press Shift fn lock + F10 to open the window. Select change image in the menu and select This devicie, find your image.
   * Don’t forgett to edit the alt text that is in the image.
3. Replace all text surrounded by { curly brackets } with your own personal information by deleting the existing text and typing your own text.
4. Don’t forget to delet all instructions before sending you letter. And delete this box!



# {First Name Last Name}

{Place, date}

Dear {Recipient Name}

{Get started right away: Click any placeholder text (such as this one) and start typing to replace it with your own.

Do you want to insert a picture from your own files or add a shape, text box, or table? It’s easy! Select the Insert tab and choose the option that you want by clicking on it.

Find more easy-to-use tools on the insert tab, like adding hyperlinks, inserting comments, or adding automatic page numbering.}

Sincerely,

{Your name}